



Indiana Department of Homeland Security

Information Bulletin

Date: June 12, 2012

Bulletin No: 12.G004

To: All District Coordinators
All IDHS Field Services Staff
All Emergency Management Directors

From: Rachel Woodall
Grants Management Section Chief

Subject: Procedures for Sub-recipient Quarterly Report Submission

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding the policy for sub-recipients to submit required Quarterly Reports.

Background

In the past, the Indiana Department of Homeland Security (IDHS) has required that Quarterly Reports be signed by the local Project Manager and Financial Representative. These reports were then e-mailed, faxed or sent by USPS. This Information Bulletin updates that policy to allow for submission via the iGMS.

Additional Guidance

Beginning with the Quarterly Report for the period ending June 30, 2012, it will be possible for sub-recipients to submit the required reports via iGMS.

- Local Project Manager will complete narrative quarterly report. Once completed, they will type in the email of their local Financial Representative (auditor) for verification.
- The iGMS will automatically contact the Local Financial Representative via email. The Representative will be able to verify and submit the Quarterly report.
- Grants Management staff will review the submission and either re-set the report to initial (if corrections are required) or mark it received.
- It will no longer be necessary to obtain original signatures and fax, email or mail reports using the USPS.

Financial Officer Information Deadline

It will be necessary for each sub-recipient to submit the name and e-mail address of each Financial Officer to Grants Management at grants@dhs.in.gov in order to provide an iGMS log-on. This information is due no later than **JUNE 20, 2012**. **Without this information, Quarterly Reports will not be available for financial officer signature and MAY be considered late.**



Instructions for Sub-recipients

Users will click the link to the outstanding Quarterly Report(s) from the notification section of the dashboard.

! The following fund allocations require quarterly reports:	term(due date)
2009 State Homeland Security Program > STATE >	3RD QUARTER (04/15/12) - FINAL ✗ overdue (SUBMITTED)
2009 State Homeland Security Program > STATE >	3RD QUARTER (04/15/12) ✗ overdue (DRAFT)

This will open a new window where users are able to edit the quarterly report by clicking on the edit button.

REPORT #55035

 edit  pdf

! Please specify a valid financial officer.

funding allocation: 2009 State Homeland Security Program > STATE >
Services Administration > 10330

contact:

status: DRAFT

term: 3RD QUARTER (from 01/01/12 to 03/31/12)

approved budget: \$17,588.00

disbursed: \$0.00

balance: \$17,588.00

CFDA#: 97.073

Results for this Quarter

Anticipated Activity for the Next Quarter

Project Director

Financial Officer

! unknown financial officer

Users are asked to complete the on-line form including the email address of their local financial officer and save.

report #: 55035

funding allocation: 2009 State Homeland Security Program > STATE >

term: 3RD QUARTER (from 01/01/12 to 03/31/12)

Results for this Quarter

Anticipated Activity for the Next Quarter

Project Director

Financial Officer's Email

save

Instructions for Financial Officers

Financial Officers will receive an e-mail notification indicating they have Quarterly Report(s) available for validation. They must log-in to the iGMS to validate the submission.

Notifications

- [There are 2 submitted quarterly reports waiting for your validation.](#)

Clicking this link will open a window allowing the Financial Officer to review and validate the Quarterly Report submission.

REPORT #54984

pdf

validate

funding allocation: 2011 2011 Foundation A > STATE > 2011 Foundation A > Grassy Fork Township Volunteer Fire Department Inc. > 16298

contact: Amy Tape
Grassy Fork Township Volunteer Fire Department Inc.

status: SUBMITTED

term: 3RD QUARTER (from 01/01/12 to 03/31/12)

approved budget: \$4,000.00

disbursed: \$0.00

balance: \$4,000.00

CFDA#: N/A

Results for this Quarter

Once the Financial Officer has validated the report, Grants staff will be notified that the Quarterly Report is available for review.

Questions

Please direct questions regarding this program to your District Emergency Management Field Coordinator or a member of the IDHS Grants Management staff. Grants Management may be reached by e-mail at grants@dhs.in.gov or by phone at 317-234-5917.